

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

COUNTY OFFICE PROCEDURE FOR THE DISPOSITION OF UNDELIVERED OR LOST
CHECKS AND THE PRESENTATION OF ADJUSTMENT APPLICATIONS PERTAINING
TO PAYMENTS UNDER THE 1936 AGRICULTURAL CONSERVATION PROGRAM

SECTION I - PROCEDURE TO BE FOLLOWED IN RETURNING CHECKS

A. TRANSMITTAL TO DISBURSING OFFICE

1. If for one or more of the reasons enumerated below a check which has been issued in connection with any Application For Payment (hereinafter referred to as application) pursuant to the 1936 Agricultural Conservation Program and which has been forwarded to the county office for delivery, cannot be delivered, the check should be returned to the Regional Disbursing Office from which issued (hereinafter referred to as Disbursing Office).
2. Each such check which is returned to the Disbursing Office must be accompanied by a separate letter setting forth
 - (a) the check number,
 - (b) the name of payee,
 - (c) the amount for which the check was drawn,
 - (d) the date of the issuance of the check,
 - (e) the serial number of the application with respect to which the check was drawn,
 - (f) the administrative number of the Form ACP-13B on which the check is listed and
 - (g) the reason or reasons for returning the check.

The county agent should forward to the State Office a copy of the letter which accompanies the check to the Disbursing Office. Any forms or statements which are required to be prepared in any of the instances hereinafter enumerated should accompany the copy of the letter of transmittal to the State office or be transmitted as soon thereafter as may be possible.

B. PERIOD OF TIME CHECK MAY BE HELD PENDING DELIVERY

1. If any check remains undelivered for a period of twenty-one days after the receipt thereof, it should be returned to the Disbursing Office as heretofore provided.

SECTION II - PROCEDURE TO BE FOLLOWED WHERE AMOUNT OF CHECK IS LESS THAN THAT DUE

A. DELIVERY OF CHECK

1. A check issued for an amount less than that due may be received and cashed by the payee (applicant) where the error was caused by
 - (a) an incorrect application, or
 - (b) the computing or scheduling of the payment by the State Office.
2. The payee should be advised that the act of receiving and cashing the check under the circumstances recited in paragraph 1 above will not affect his right to file a claim for the balance due.
3. Whenever the amount of the payment as shown on Form ACP-13B and the check do not agree, the check must be returned to the Disbursing Office in accordance with the instructions contained in Section I regardless of the fact that the amount of the check may be less than that due.

B. WHERE AMOUNT OF CHECK IS LESS THAN AMOUNT DUE CAUSED BY ERROR IN APPLICATION

1. If the payee desires to file claim for the balance due in instances where the amount of the check is less than that due, caused by reason of an error in the application, the claim must be presented to the State Office and must be made on the basis of a new application supported by any other forms or statements which may be required by the State Office as evidence of the correctness of the new application. The new application and supporting forms must be executed in accordance with the requirements prescribed for the execution of any original forms, with the exception that only the applicant(s) affected by the claim will be required to sign. The interest of every person, whether affected or not affected by the claim, must be fully shown.
2. The new application must be accompanied by an explanation from the claimant(s) in the form of a statement, in duplicate, which sets forth the circumstances of the case, the administrative number of Form No. ACP-13B, and requests the payment of the balance due. The statement must be signed by every person who signed the new application. The supervisor and county committeeman who signed the original application and the county agent must approve the statement.

3. The serial numbers of the new application and the supporting forms, if any, must be the serial numbers appearing on the original application and forms followed by the word "Adjustment".
4. Whenever the approval and signature of the supervisor is required and the supervisor is no longer employed, the county committee or county agent should state that the supervisor has been discharged and that his corrected records or an additional investigation form the basis of the claim.

C. WHERE AMOUNT OF CHECK IS LESS THAN AMOUNT DUE
CAUSED BY ERROR IN STATE OFFICE

1. In the event the payee desires to file claim for the balance due in instances where the amount of the check is less than that due by reason of an error in scheduling or computing the payment by the State Office a direct request therefor must be made to the State Office in the form of a statement over the signature and address of the applicant. The serial number of the application under which the claim is made and the administrative number of Form No. ACP-13B should be included in the request.
2. There should be submitted a copy of the application under which the claim is made and a certificate of the county agent to the effect that the copy is a true and correct copy of that copy of the application which is on file in his office.

Note: Questions arising under part C above should develop, insofar as possible, only after investigation, e.g., an inquiry made through the proper channels, has indicated that payment for less than the amount due has been certified.

SECTION III - PROCEDURE TO BE FOLLOWED WHERE AMOUNT OF CHECK IS IN
EXCESS OF THAT DUE.

A. WHERE AMOUNT OF CHECK IS IN EXCESS OF THAT DUE
CAUSED BY ERROR IN APPLICATION

1. The check should be returned to the Disbursing Office in accordance with the instructions contained in Section I whenever the amount of the check is in excess of that due caused by reason of an error in the application.
2. An "Adjustment" application and supporting forms should be prepared to be exact duplicates of the original application and forms, with the exception of the erroneous entries, which should be replaced by corrected entries and submitted to the State Office. The supervisor and county committeeman who

signed the original application and the county agent must approve the "Adjustment" application and forms.

Note: It is not necessary that the applicant sign the "Adjustment" application.

3. An explanation from the supervisor who signed the original application should be made in the form of a concise statement of the exact nature of the error, which is prepared in duplicate and approved by the county agent and the county committeeman who signed the original application.
4. The serial numbers of the "Adjustment" application and the supporting forms, if any, must be the serial numbers appearing on the original application and forms followed by the word "Adjustment".
5. Whenever the approval and signature of the supervisor is required and the supervisor is no longer employed, the county committee or county agent should state that the supervisor has been discharged and that his corrected records or an additional investigation form the basis of the claim.

B. WHERE AMOUNT OF CHECK IS IN EXCESS OF THAT DUE
CAUSED BY ERROR IN STATE OFFICE

1. The check should be returned to the Disbursing Office in accordance with the instructions contained in Section I whenever the amount of the check is in excess of that due by reason of an error in scheduling the payment in the State Office.
2. An explanation from the county agent and/or one member of the county committee in the form of a concise statement, in duplicate, of the nature of the error as determined from the information available should be forwarded to the State Office.
3. The statement of explanation should be accompanied by a copy of the application in question and a certificate of the county agent to the effect that the copy is a true and correct copy of that copy of the application which is on file in his office.

C. WHERE AMOUNT OF CHECK IS IN EXCESS OF THAT DUE
CAUSED BY ERROR IN ISSUANCE OF CHECK

1. Whenever the amount of the payment as shown on Form No. ACP-13B does not agree with the amount of the check, the check should be returned to the

Disbursing Office in accordance with the instructions contained in Section I.

SECTION IV - PROCEDURE TO BE FOLLOWED WHERE ADDRESS OF PAYEE IS UNKNOWN

A. ATTEMPT TO LOCATE PAYEE

1. Every effort should be made to locate the payee by writing or making inquiry of his friends, neighbors, the postmaster, or others able to ascertain his new address before the check is returned to the Disbursing Office.
2. The return of the check to the Disbursing Office does not relieve the necessity of determining the location of the payee and an effort toward that end should be continued in the manner which the circumstances of the case would reasonably seem to require.

B. REQUEST FOR CHECK

1. In the event the payee is located after the check has been returned to the Disbursing Office, the payee should submit a written request therefor over his signature to the State Office setting forth
 - (a) the application serial number,
 - (b) the amount of the check,
 - (c) a representation that he is entitled to the payment, and
 - (d) his present address.
2. The county agent, or a member of the county committee for the county from which the application originated, or the county agent from the county in which the payee resides, should certify that the person presenting the claim is entitled to the payment and that his address is correctly stated.

SECTION V - PROCEDURE TO BE FOLLOWED WHERE NAME OF PAYEE IS WRITTEN INCORRECTLY OR ERRONEOUSLY PLACED ON CHECK

A. ERROR IN APPLICATION

1. The check should be returned to the Disbursing Office in accordance with the instructions contained in Section I whenever the name of the payee is written incorrectly or erroneously placed on the check by reason of an error in the application.

2. An "Adjustment" application should be signed by the applicant affected, the supervisor and county committeeman who signed the original application, and the county agent, but such application is not required to be signed by any applicant not affected by the claim. The "Adjustment" application should be forwarded to the State Office.
3. The serial number of the "Adjustment" application must be the serial number of the original application followed by the word "Adjustment".
4. The "Adjustment" application should be accompanied by an explanation from the applicant, the supervisor and the county committeeman who signed the original application, and the county agent in the form of a statement, in duplicate, setting forth the circumstances of the error, the fact that the applicant is entitled to the payment in question, recommending the cancelation of the incorrectly issued check, and the issuance of a new check to the proper person. Whenever possible, the payee whose name was erroneously placed on the check, if such person exists, should prepare a statement to the effect that he has no interest in the check and request that the check which is returned be canceled and a new check issued in the name of the proper person.
5. Whenever the approval and signature of the supervisor is required and the supervisor is no longer employed, the county committee or county agent should state that the supervisor has been discharged and that his corrected records or an additional investigation form the basis of the claim.

B. ERROR IN STATE OFFICE

1. Whenever the check cannot be cashed by reason of the fact that the name of the payee is written incorrectly, the check should be returned to the Disbursing Office in accordance with the procedure contained in Section I.
2. There should be forwarded to the State Office a statement, in duplicate, signed by the payee and the county agent, or at least one member of the county committee, setting forth the correct name of the payee and requesting the cancelation of the incorrect check and the issuance of a corrected check.
3. The statement of explanation should be accompanied by a copy of the application in question and a certificate of the county agent to the effect that the copy of the

application is a true and correct copy of that copy of the application which is on file in his office.

SECTION VI - PROCEDURE TO BE FOLLOWED WHERE TWO OR MORE CHECKS REPRESENTING THE SAME PAYMENT ARE RECEIVED

- A. The check(s) most recently received should be returned to the Disbursing Office whenever two or more checks representing the same payment are received by the County Office and the letter of transmittal should call attention to
 - (a) the issuance of two or more checks representing the same payment, and
 - (b) the number of the check originally received representing this payment.

SECTION VII - PROCEDURE TO BE FOLLOWED WHERE PAYEE REFUSES TO ACCEPT CHECK

A. RETURN OF CHECK

- 1. The check should be returned to the Disbursing Office in accordance with the instructions contained in Section I whenever the payee refuses to accept the check.
- 2. A statement, in duplicate, of the reasons given by the payee at the time he refuses to accept the check and, if possible, a statement signed by the payee in which his objections are set forth should be forwarded to the State Office by the county agent or the county committee.

B. REQUEST FOR CHECK

- 1. In the event the payee decides to make claim for the check after it has been returned to the Disbursing Office, the payee should submit a written request therefor over his signature, setting forth
 - (a) the application serial number,
 - (b) the amount of the check,
 - (c) a representation that he is entitled to the payment.
 - (d) the reasons for requesting its return, and
 - (e) his present address.

2. The county agent or a member of the county committee should certify that the claimant is entitled to the check and that his address is correctly stated.

SECTION VIII. - PROCEDURE TO BE FOLLOWED WHERE PAYEE IS DECEASED
OR HAS BEEN ADJUDGED INCOMPETENT

- A. The check should be returned to the Disbursing Office in accordance with the instructions contained in Section I whenever the payee is deceased or has been adjudged incompetent.
- B. Instructions for the handling of cases wherein the payee is deceased or has been adjudged incompetent will be issued as a supplement to this procedure.

SECTION IX - PROCEDURE TO BE FOLLOWED IN THE EVENT OF THE NON-
RECEIPT, LOSS OR DESTRUCTION OF A CHECK

- A. Whenever any check is lost, stolen or destroyed, the payee, to protect his interest, should immediately notify the Disbursing Office over his signature and address, giving, if possible,
 - (a) the date the check was drawn,
 - (b) the number of the check,
 - (c) the amount for which the check was drawn, and
 - (d) request that payment be stopped.
- B. If the original check is recovered, the Disbursing Office should be requested by the payee to remove stoppage thereon and the check should not be negotiated until one week thereafter. In the event that a duplicate check has been issued prior to the recovery of the original check, the original check should be returned to the Disbursing Office.

Note: This procedure is within the exclusive jurisdiction of the Treasury Department and every case thereunder must, without exception, be referred directly to the Disbursing Office.

SECTION X - PROCEDURE TO BE FOLLOWED WHERE CHECK HAS BEEN DE-
LIVERED TO PAYEE IN CONTRAVENTION OF THESE IN-
STRUCTIONS

A. PRIOR TO NEGOTIATION OF CHECK

1. If, in any of the instances heretofore covered by Sections III, V and VI, the check has been delivered but has not been negotiated.

- (a) the person in possession of the check should be instructed to return it to the Disbursing Office, and
- (b) notice of the fact that the holder of the check has been instructed to return it should be forwarded to the State Office.

- 2. The information heretofore prescribed in the instances covered by Sections III, V and VI should accompany the notice to the State Office that the holder of the check has been instructed to return it.

B. AFTER NEGOTIATION OF CHECK

- 1. If, after the happening of any of the contingencies covered by Sections III, V and VI, the check has been delivered and negotiated,

- (a) a refund in the exact amount of the check in cases under Sections V and VI, and

- (b) a refund in the amount of the excess payment in cases under Section III

should be requested from the payee.

- 2. Refunds should be in the form of a post office money order or certified check or bankdraft or cashier's check made payable to the Treasurer of the United States and should be forwarded to the State Office accompanied by a statement, in duplicate, setting forth

- (a) the name of the applicant,

- (b) the application serial number,

- (c) the administrative number of Form ACP-13B, and

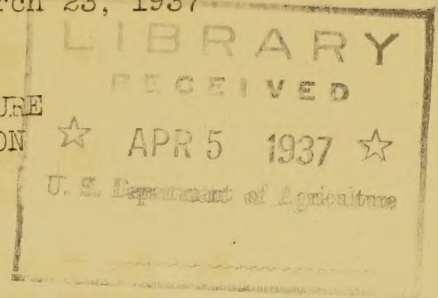
- (d) any information heretofore prescribed in the instances covered by Sections III, V and VI.

SRC-1
Amendment 1

1.42
208 Src
March 23, 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION



COUNTY OFFICE PROCEDURE FOR THE DISPOSITION OF UNDELIVERED
OR LOST CHECKS AND THE PRESENTATION OF ADJUSTMENT APPLI-
CATIONS PERTAINING TO PAYMENTS UNDER THE 1936 AGRICULTURAL
CONSERVATION PROGRAM

- I. Section VIII is amended by the deletion of part B thereof and the substitution of the following:
- B. The legally appointed executor or administrator of the estate of the decedent or guardian or committee of the estate of the incompetent or the next of kin should execute Standard Form No. 1055, "Application For Payment of Amounts Due Deceased or Incompetent Civilian Employees, Officers, and Enlisted Men in the Military Service, and Public Creditors of the United States", and attach thereto all documents and papers required thereby. (Not more than one copy of Standard Form No. 1055 is required to be executed but the claimant(s) may prepare additional copies if desired.)
 - C. If an initial payment check was issued to the decedent or incompetent and the final payment check has not been issued, the claimant should make claim in section 3, Standard Form No. 1055, for the amount of the final payment, by inserting the words "amount of second payment".
 - D. The county agent should assist the claimant in the preparation of section 4, Standard Form No. 1055, by entering the following information:
 - (1) The serial number of the check in the column entitled "Check or Warrant No."
 - (2) "G. F. Allen, Chief Disbursing Officer," in the column entitled "By Whom Drawn".
 - (3) The symbol number of the Regional Disbursing Officer (to be taken from the check in question or furnished by the State office or the Regional Disbursing office), in the column entitled "Symbol No."

(4) The amount of the check in the column entitled "Amount".

(5) The total of the amount(s) of the check(s) after the word "Total".

E. The Standard Form No. 1055 and related documents and papers should be forwarded to the State Office.

F. If a check has been returned to the Disbursing Office because of the alleged incompetence of the payee and it is later determined by a court having jurisdiction over such matters that the payee is competent, the record of the findings of the court should be forwarded to the State office in order that proper action may be taken to secure the release of the check for delivery to the payee.